

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:

Chief, Payroll Branch, Fiscal Division, Comptroller's Office

FROM:

Chief, Finance Division

ALLOTMENT SYMBOL

1263-1040-1000

PAY PERIOD

ESTIMATED NUMBER

BEGINNING

ENDING

HOURS

EMPLOYEES

11 June 1961

24 June 1961

160

3

25 June 61

30 June

60

5

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Details)

Individuals from the Comptroller's Office are working on an overtime basis for Project [] an "Eyes Only" project. If further information is needed, please contact [] x8235.

The subjects' regular salaries are paid from the Comptroller's allotment 1263-1040-1000. All overtime performed is to be charged to 1635-3000-8021, [] allotment.

DATE

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

Requested by []

x8235

CONCURRENCE (if applicable)

AUTHORIZATION

TYPED NAME AND SIGNATURE OF DIVISION CHIEF

TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICIAL

C/Finance Division

E. R. SAUNDERS

DATE CONCURRED

DATE AUTHORIZED

28 June 1961